

CENTER ROUTING SLIP

FROM		Approved For Release 2004/02/11 : CIA-RDP78B05703A000200070038-6	
Deputy Chief, Training Branch		30 July 1970	
TO	INITIALS	DATE	REMARKS
DIRECTOR			
DEP. DIRECTOR	4		
EXEC/DIRECTOR	3		
SPECIAL ASST	2		
ASST TO DIR			
HISTORIAN			
CH. PPBS			
DEP CH. PPBS			
EXO PPBS			
CH. SS	X	7/31	Lead-
DEP CH. SS	1	7/31	I think this is
SC & P			excellent. Believe
RECORDS MGT			you might be interested
PERSONNEL			in seeing w/c.
LOGISTICS			
TRAINING			
SECURITY			
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Declass Review by NGA.

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NPIC/SS/TB-12

29 July 1970

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Co-operative Education Program Supervisors' Meeting

1. In May 1970, two meetings of key supervisors of NPIC co-ops and summer interns were held. The purpose of these meetings was to ensure better implementation of previous developed training programs to enable the Agency to have a higher recruitment rate from these programs. Two specific problems were attacked at these meetings.

- a. The principal requirement was to develop guidelines for supervisors of co-ops/interns. This would provide for a better run program from the standpoint of the supervisor knowing and being committed to the program.
- b. The second problem treated was the necessity for the development of uniform criteria for the selection of students. This would assure that no component be weighed down with unwanted students. Also, when resolved, this information could give those involved in recruitment a general idea of the Center's co-op requirements prior to actual recruitment trips.

2. The net result of these sessions are noted in the attachments. The attachments will be distributed within each Center Group. In themselves, the "guidelines" and "criteria" will not completely solve the problem of managing the NPIC's Cooperative Education Program. That will depend on how the data is used to meet the Center's needs and by how much the rate of retention of students as full-time employees increases.



Deputy Chief, Training Branch, NPIC

Attachments:

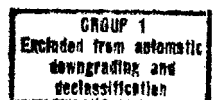
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NPIC/SS/TB-14

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**Guidelines for Co-op Supervisors
at the NPIC**

I. Interview on campus

- A. Where possible/practical a working level representative should go on campus
- B. Review the NPIC "Criteria for Selection of Co-ops" prior to visiting campuses
- C. Be prepared to consider applicants for co-op assignments in other Directorates and Offices in Agency
- D. Prepare Memoranda for Record on recruiting trip
 - 1. In order that those considering the student at the NPIC will have some information about the student's characteristics prior to his interview at
 - 2. In order that some comparison is available on the kinds of students considered at each school

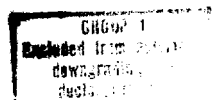
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II. The review of candidates "shopped" for consideration

- A. Determine the student's grade point
- B. Note any university prediction of success/failure
 - 1. Test (ACT) scores
 - 2. Computed, predicted grade point
- C. Note the student's major field
- D. Note the year the student is in at school
 - 1. Courses completed should be part of the selection process
- E. Determine the "position" of the branch/division concerning co-ops
 - 1. Determine whether the office can use the student (assuming that he will graduate) in the role of a full-time employee
 - a. If such a determination is premature, determine when, in the student's work experience, such an assessment will be possible
 - b. Elaborate on the student's attractiveness in terms of what he can do for the Agency

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2. Identify in writing how the student is expected to progress
3. Determine whether there is a need for student match-ups (e.g. one student in school for every student at work)
4. Determine the maximum number of students that the office can hold at a given time. . .Don't be afraid to say, "We're full."
5. Try to develop a feel for the office's production schedule during the time a student may be available. . .The heavier the schedule, the fewer the co-ops

III. The arrival of the student to the NPIC (the first work experience)

- A. Insure that the student is adequately briefed on his role as a co-op or intern
 1. Provide 1 or 2 day P.I. Orientation for those assigned to PSG or TSG
 2. Provide Center Orientation briefing
 3. Provide introduction to each Group (at least 2 hours each)
 4. Provide CIA Orientation Program
- B. Make sure that the first assignment is a step in the gradual assimilation of the student into the status of a full-time employee
- C. Take full advantage of the student's fully cleared status
- D. Inform or make arrangements to inform the student where he is in the Agency, the Center, the Group, the Division, the Branch, and the Section in a physical and functional sense
- E. Be prepared for the student's arrival (don't tell him on arrival that he is unexpected--even if that is true--get him on the job as soon as possible)
- F. Work out a schedule with the student
 1. Determine how many times the student will be returning to work
 2. Determine the student's approximate date of graduation
- G. Make sure that, if possible, the work experience is relative to the student's major field. If it is not possible, make sure the student understands why.

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- H. Encourage the student's constructive criticisms of his handling and keep the student informed on how he is working out
- I. Attempt to determine how the student is adapting to the change in environment from college to the NPIC and Washington, D. C.
- IV. The student evaluation (NPIC Form 304) by the supervisor
 - A. Determine whether the student is capable of doing the work initially designed for him (this particularly true of the first work experience)
 - B. Frankly report any of the student's shortcomings
 - 1. This should benefit the program
 - 2. It will definitely benefit the student
 - C. Continue to monitor the student closely in all evaluations after the first work period
 - 1. Note whether the student is maintaining his initial interest
 - 2. This can provide an evaluation of the success/failure of the program in your work area
 - D. Always discuss the evaluation with the student
 - 1. Note bona fide weaknesses and strengths of his performance
 - 2. Recommend, if necessary, how the student might be better utilized in future work experiences
- V. The training program (a copy of this, in outline form, should be in the hands of the Group Chief and the Center's co-op coordinator)
 - A. Develop a program capable of handling students on different schedules (semesters, quarters, or 6 month programs)
 - 1. Make the program flexible enough to allow for the implementation of changes
 - 2. Establish achievable goals
 - B. Make sure the Group Chief is aware of and is committed to the program
 - 1. Know how he views the program
 - 2. Advertise his feelings

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- C. Continue to review the program
 - 1. With the students
 - 2. With fellow supervisors
 - 3. With professional training officers or other external parties
 - 4. Determine whether changes (if necessary) can take place without upsetting the entire program
- D. Try to pace the student's progress
 - 1. Take advantage of his increased knowledge with each experience
 - 2. Try not to introduce every aspect of the job to the student in the first work experience
- E. Allow graduating students to participate in program modifications
- F. Try to set new goals for each work experience

VI. The hiring process

- A. Inform the Group Chief of your desire to hire the student as a full-time employee
- B. Inform the NPIC's Personnel Branch of that desire through the Career Service Board
- C. Inform the student of your desire to hire him
 - 1. Inform him of the wages
 - 2. Let him know the timing
 - 3. Offers are most attractive around Christmas (prior to June graduation)

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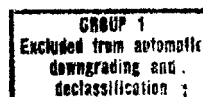
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Criteria for Selection of AID Co-ops

1. Major field
 - a. Math
 - b. Physics
 - c. Computer Science
 - d. Systems Engineering
 - e. Liberal Arts/Business Administration with ADP oriented curriculum
2. Grade point
 - a. At least 2.5 on a 4.0 system
 - b. Predicted 2.7 (minimum) of 4.0 if the school does this kind of prognosis
3. Work period
 - a. 6 month for first work period
 - b. 3 month students acceptable thereafter in ISB/AID
4. Number of students
 - a. Two new students (co-ops) per year (1-ISB and 1-AMB)
 - b. Total of six students
 - c. No summer interns

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Criteria for Selection of P.I. Divisions/IEG Co-ops and Summer Interns

1. Major field
 - a. Geography
 - b. Geology
 - c. Forestry
 - d. History
2. Grade point
 - a. At least 2.7 on a 4.0 scale
 - b. Predicted 2.8 (minimum) on a 4.0 scale if the school does this kind of prognosis
3. Work periods
 - a. Either 6 month or 3 month students
 - b. Prefer greatest number in summer
4. Number of students
 - a. Six new students per year
5. Other prerequisites
 - a. None

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Criteria for Selection of PHD/IEG Co-ops

1. Major field

- a. Civil Engineering
- b. Mathematics
- *c. Earth Science (Forestry, Geology, Geography)

* Curriculum must include two (2) years of college mathematics (calculus) and one (1) year (six credits) in photogrammetry to qualify for the general scientific schedule

2. Grade point

- a. At least 2.8 on a 4.0 scale
- b. Predicted 3.0 (minimum) on a 4.0 scale if the school does this kind of prognosis

3. Work periods

- a. Either 6 month or 3 month students
- b. Heaviest influx should not occur during summer months (Jun - Aug) to limit conflict with interns

4. Number of students

- a. Two new students per year (maximum)

5. Prerequisites

- a. Some calculus recommended, however, dependent upon curriculum and class standing this prerequisite may be waived for the initial assignment

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Criteria for the Selection of ESD/TSG Co-ops

1. Major fields
 - a. Engineering (Electronic, Mechanical or Industrial)
 - b. Physics (strong in Optics and Photometry)
2. Career Preference
 - a. A strong desire to work in a down-to-earth, hardware associated, engineering atmosphere
 - b. Assignments include testing, evaluating, report writing, contract monitoring, modification design, installation, and utilization studies of equipment embracing the electro-mechanical-optical-computer sciences
3. Grade point
 - a. At least a 2.5 on a 4.0 scale
 - b. Predicted 2.6 (minimum) on a 4.0 scale if the student's school does this kind of prognosis
4. Work periods
 - a. Either 6 month or 3 month students
 - b. Must alternate to achieve goal of having one in TEB and one in EPB on duty at all times
5. Number of students on board
 - a. Three co-ops (2-TEB, 1-EPB)
 - b. One summer intern (1-EPB)

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Criteria for Selection of APSD/TSG Co-ops and Summer Interns

1. Major field
 - a. Photo Science
 - b. Physics
 - c. Photography
2. Grade point
 - a. At least a 2.4 on a 4.0 scale from RIT
 - b. At least a 3.0 on a 4.0 scale elsewhere
3. Work periods
 - a. Prefer co-ops not working summer
 - b. Either 6 month or 3 month student
4. Number of students
 - a. One co-op per year
 - b. Four summer interns per year

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Criteria for Selection of RED/TSG Co-ops and Summer Interns

1. Major field
 - a. Electrical Engineering
 - b. Physics
 - 1) Optics as a specialty
 - c. Engineering Management
 - d. Photo Science
 - e. Math
 - f. Experimental Psychology
 - 1) Emphasis on statistics and experimental design (not clinical)
2. Grade point
 - a. At least 2.5 on a 4.0 scale
 - b. Not critical if the student's motivation is high
3. Work periods
 - a. Either 6 month or 3 month students
 - b. No seasonal preference
4. Number of students
 - a. Two co-ops per year
 - b. One summer intern per year

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